

AGENCY PROGRAM ADMINISTRATORS PAYMENTNET3 GUIDE

PaymentNet3 houses the official information about the accounts setup for each agency cardholder. The Agency Program Administrator has the ability to maintain the cardholder information including cancellation of the account. The following guide will show the Agency Program Administrator the information that can be changed and how to accomplish this task as well as how to cancel a card.

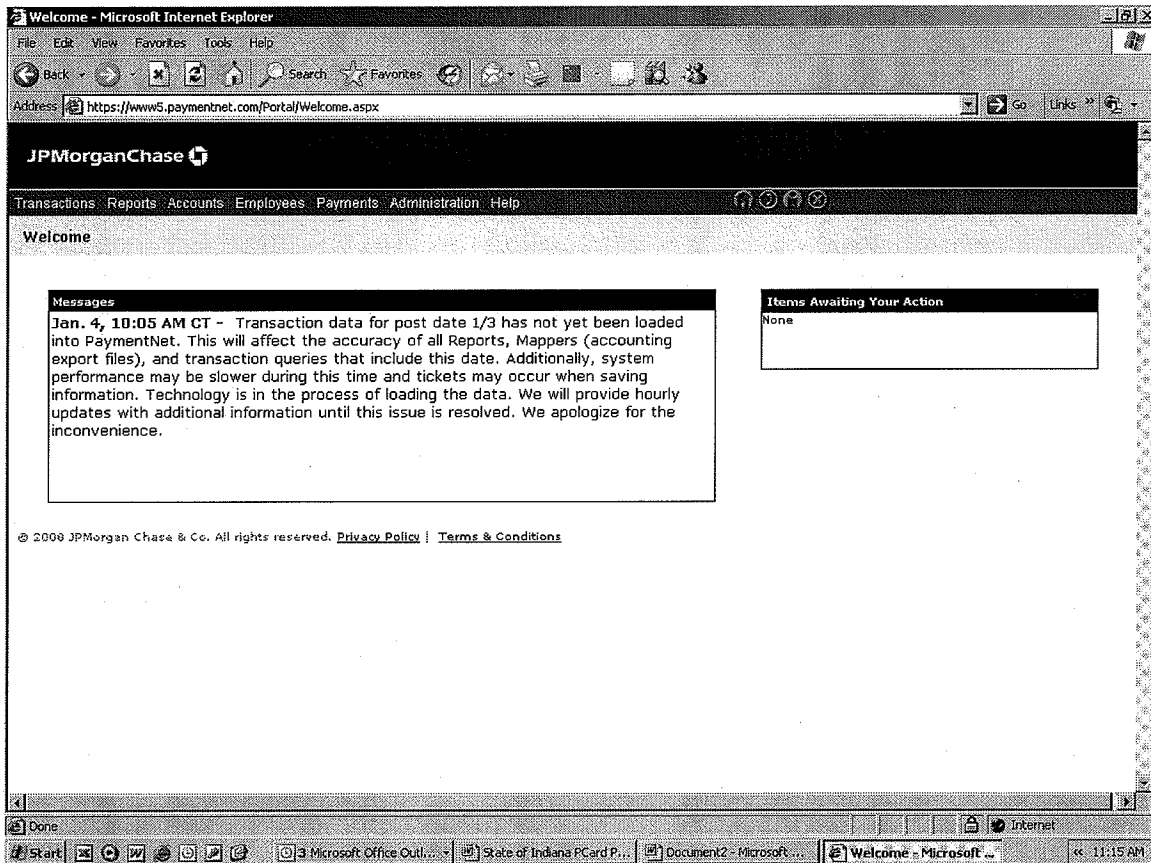
Accessing PaymentNet3

PaymentNet3 is the JP Morgan Chase system that houses all account information for each agency. The Program Administrator will access the PaymentNet3 system at <https://www5.paymentnet.com/>. The log-in screen is shown below.

The screenshot shows a Microsoft Internet Explorer window titled "Login - Microsoft Internet Explorer". The address bar displays the URL: <https://www5.paymentnet.com/Logout.aspx?a=hWAlMFkP1%2byAUtrAtPy4UHKmIGtGFICfTRSKR7n5%2bu%2fw75FoNDYC3IQuxJpjd%2beqlda08oBg%3d>. The page content includes the JP Morgan Chase logo, a message stating "You have been successfully logged out", and a "Customer Login" section with input fields for Organization ID, User ID, and Pass Phrase. There are also checkboxes for "Remember my ID" and a link for "Forgot your Pass Phrase?". At the bottom, there is a note about using Internet Explorer 7+ and copyright information for 2008 JP Morgan Chase & Co.

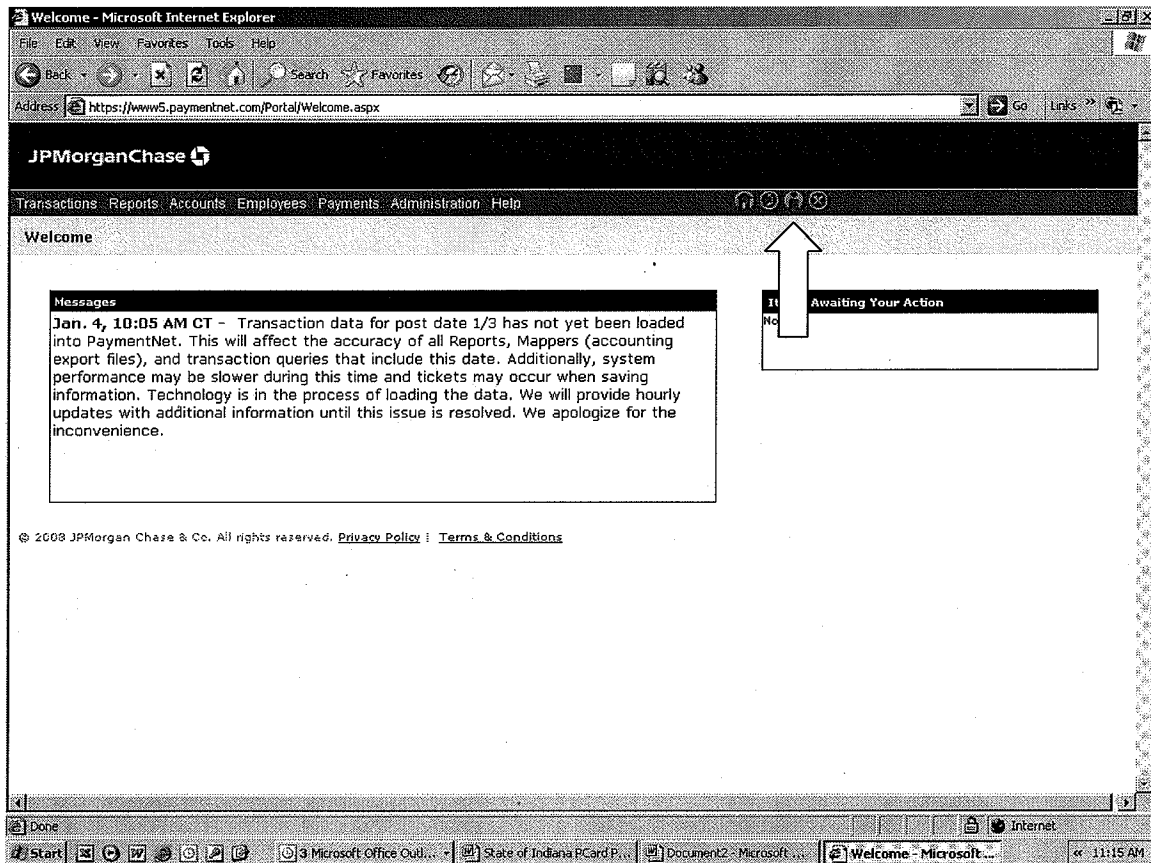
The Program Administrator will be given the Organization ID (stofind), User ID (ENCOMPASS ID), and initial Pass Phrase during the setup of the agency account.

Sign-on using the information provided by the IDOA Contract Administrator. You will see the following screen. After signing-on for the first time you will need to change your pass phrase to something you will remember. If you have changed your pass phrase skip the next section.



Changing Pass Phrase

Change the Pass Phrase by clicking on the My Profile Icon. This is the little man icon in the gray banner line as noted by the arrow below. Clicking the icon will take the user to the My Profile page.



The following screen is the My Profile screen. To change the Pass Phrase the user must click the Change Pass Phrase link. This will take the user to the next screen.

My Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www5.paymentnet.com/MyProfile/GeneralInformation.aspx> Go Links

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Transactions Reports Accounts Employees Payments Administration Help

My Profile

General Information Bank Information Screen Views Accounts

Save

User ID: msturm Name: Michael Sturm

Change Pass Phrase

English (United States)

Date: M/d/yyyy

E-Mail Address: msturm@idos.in.gov

Enable E-mail notification for:

- ☐ Reports
- ☐ Transactions for Review
- ☐ Transactions for Approval
- ☐ Import Files
- ☐ Export Files
- ☐ Payments
- ☐ Mappers
- ☐ Unreconciled Orders
- ☐ Orphaned Transactions

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Start Microsoft Office Outlook State of Indiana PCard P... Document2 - Microsoft... My Profile - Microsoft... 11:12 AM

The following screen is what the user will see upon clicking the Change Pass Phrase link. On this screen the user will be able to change their Pass Phrase. To change the Pass Phrase the user will need to enter three (3) pieces of information before clicking the save button to change their Pass Phrase. The user needs to enter the Old Pass Phrase, New Pass Phrase and then Confirm New Pass Phrase. Remember that the Pass Phrases are all case sensitive. Once the user has entered all three pieces of information the user needs to click the Save button and their Pass Phrase is now changed.

My Profile - Microsoft Internet Explorer

Address: <https://www5.paymentnet.com/MyProfile/GeneralInformation.aspx>

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Transactions Reports Accounts Employees Payments Administration Help

My Profile

General Information | Bank Information | Screen Views | Accounts

Save

User ID: msturm Name: Michael Sturm

*Old Pass Phrase:

*New Pass Phrase:

*Confirm New Pass Phrase:

E-Mail Address:

Enable E-mail notification for:

- ☐ Reports
- ☒ Transactions for Review
- ☒ Transactions for Approval
- ☐ Import Files
- ☐ Export Files
- ☐ Payments
- ☐ Mappers
- ☒ Unreconciled Orders
- ☒ Orphaned Transactions

Language (Region):

Date Format: M/d/yyyy

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Taskbar: Start | Microsoft Office Out... | State of Indiana PCard P... | Document2 - Microsoft... | My Profile - Microsoft... | 11:11 AM

The rest of the guide will show the user how to maintain the cardholder information in PaymentNet3. This maintenance includes, last name change, address change including phone number, hierarchy change and closing a card due to lost/stolen or account not needed.

Cardholder Information Maintenance

Changing Last Name

To change the last name on a cardholder follow the navigation of Accounts > Manage. This will take you to the listing of all cardholders for your agency. Next you must search for the cardholder to be changed. Click on the cardholder name and you will be taken to the following screen. On this screen you will need to then change the last name of the cardholder then click save. If this is the only item you need to change on this cardholder then precede to Issue New Card otherwise complete the rest of the maintenance as outlined in the following pages.

General Information | Controls | MCC Group Controls | History

*** Required Fields**
** Either mother's maiden name or birth date is required.

Account Number *****7733 12/10 *Hierarchy ID 081062 District 34 Jasper
Current Balance \$0.00 Status New
Available Credit \$1,000.00 Open Date 12/21/2007

Transaction Defaults

*User ID BOLER2286670-2125

Prefix
*First Name DONALD
Middle Initial
*Last Name BOLEN
Suffix
Second Row of Embossing 356000158 ST POLICE
**Birth Date
*SSN/ID ***-**-4546

Cardholder Address
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES

Statement Address ☒ (Statement address is the same as cardholder address)
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES
E-Mail Address
Business Phone 812-482-1441
Mothers Maiden Name ***

Changing Cardholder/Statement Address

To change either the Cardholder address (address for delivery of new card and non statement items) or the Statement address for a cardholder follow the navigation of Accounts > Manage. This will take you to the listing of all cardholders for your agency. Next you must search for the cardholder to be changed. Click on the cardholder name and you will be taken to the following screen. On this screen you will need to then change address of the cardholder then click save. If this is the only item you need to change on this cardholder then precede to Issue New Card otherwise complete the rest of the maintenance as outlined in the following pages.

General Information Controls MCC Group Controls History

Save Create New Account Issue New Card

* Required Fields
** Either mother's maiden name or birth date is required.

Account Number *****7733 12/10 * Hierarchy ID 081062 District 34 Jasper
Current Balance \$0.00 Status New
Available Credit \$1,000.00 Open Date 12/21/2007

Transaction Defaults Edit

* User ID 180LEN228P670-2123
Reason Account
Prefix
* First Name DONALD
Middle Initial
* Last Name BOLEN
Suffix
Second Row of Embossing 356000159 ST POLICE
** Birth Date
* SSN/ID ***-**-4546

Cardholder Address
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES

Statement Address
☒ (Statement address is the same as cardholder address)
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES
E-Mail Address
Business Phone 812-482-1441
** Mothers Maiden Name *****

Assigning Cardholders Hierarchy

PaymentNet3's reports are generated based on the hierarchy of the card. To assign a card for a cardholder to the correct hierarchy or to change hierarchy assignment follow the navigation of Accounts > Manage. This will take you to the listing of all cardholders for your agency. Next you must search for the cardholder to be changed. Click on the cardholder name and you will be taken to the following screen.

Either enter the hierarchy number (if known) or click on the Hierarchy ID link to search for the correct hierarchy ID.

General Information Controls MCC Group Controls History

Save Create New Account Issue New Card

* Required Fields
** Either mother's maiden name or birth date is required

Account Number *****
Current Balance \$0.00
Available Credit \$1,000.00

* Hierarchy ID 081062 District 34 Jasper
Status New
Open Date 12/21/2007

* User ID 190LEN228P670-2123
Reassign Account

Prefix
* First Name DONALD
* Middle Initial
* Last Name BOLEN
Suffix
Second Row of Embossing 356000158 ST POLICE
* Birth Date
* SSN/ID ***-**-4546

Transaction Defaults Edit

Cardholder Address
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES

Statement Address
☒ (Statement address is the same as cardholder address)
* Address 1 2209 NEWTON ST
Address 2
* City JASPER
* State/Province IN
* ZIP/Postal Code 47546
* Country UNITED STATES

E-Mail Address
Business Phone 812-482-1441
** Mothers Maiden Name *****

Once the Hierarchy ID link is clicked the following pop-up will be seen. To search for the needed hierarchy ID click the + sign next to STIND State of Indiana to expand the selections. Next click the + sign next to the group of which you are a member agency (Executive for most). Then find your agency by business unit number and name. Click on the + to expand to show all of your hierarchy IDs. Once you have found the correct hierarchy ID, then click the name of the ID and this will assign the cardholder and their information to this hierarchy. Click save to finish.

Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://www5.paymentnet.com/Account/Detail/GeneralInformation.aspx?a=hWAMfKp1%2bwFYQZ%2fH4U31K3Ht%2fH9%2bLokpCD5c+O3qjaNxl%2fagN8l>

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Transactions Reports Accounts Employees Payments Administration Help

Account Detail

Hierarchy

- [-] Root Default Root Node
 - [-] Deleted Deleted
 - [-] STIND State of Indiana
 - [-] Unassigned Unassigned

Click the folder icon to select the desired hierarchy.
Click the +/- icons to collapse the hierarchy.

*Last Name:

Suffix:

Second Row of Embossing:

**Birth Date:

*SSN/ID:

Cardholder Address:

History

Hierarchy ID: District 34 Jasper

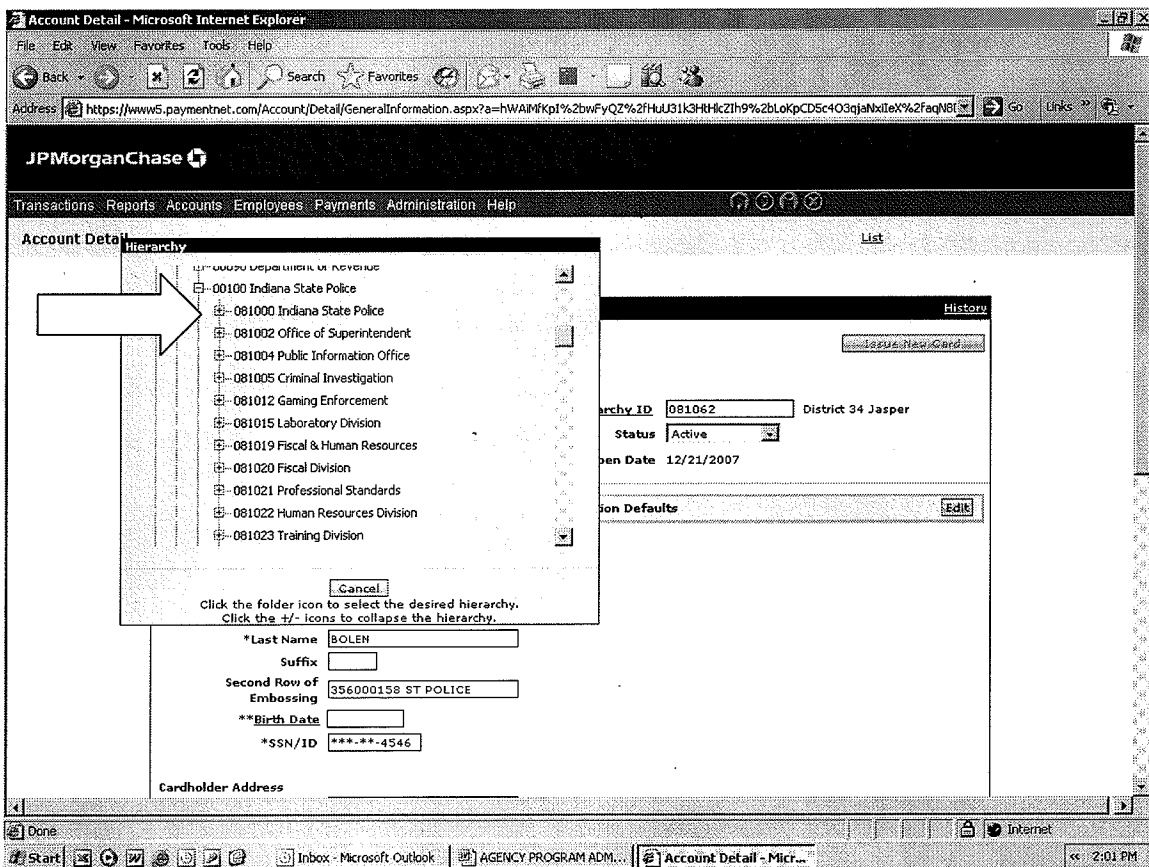
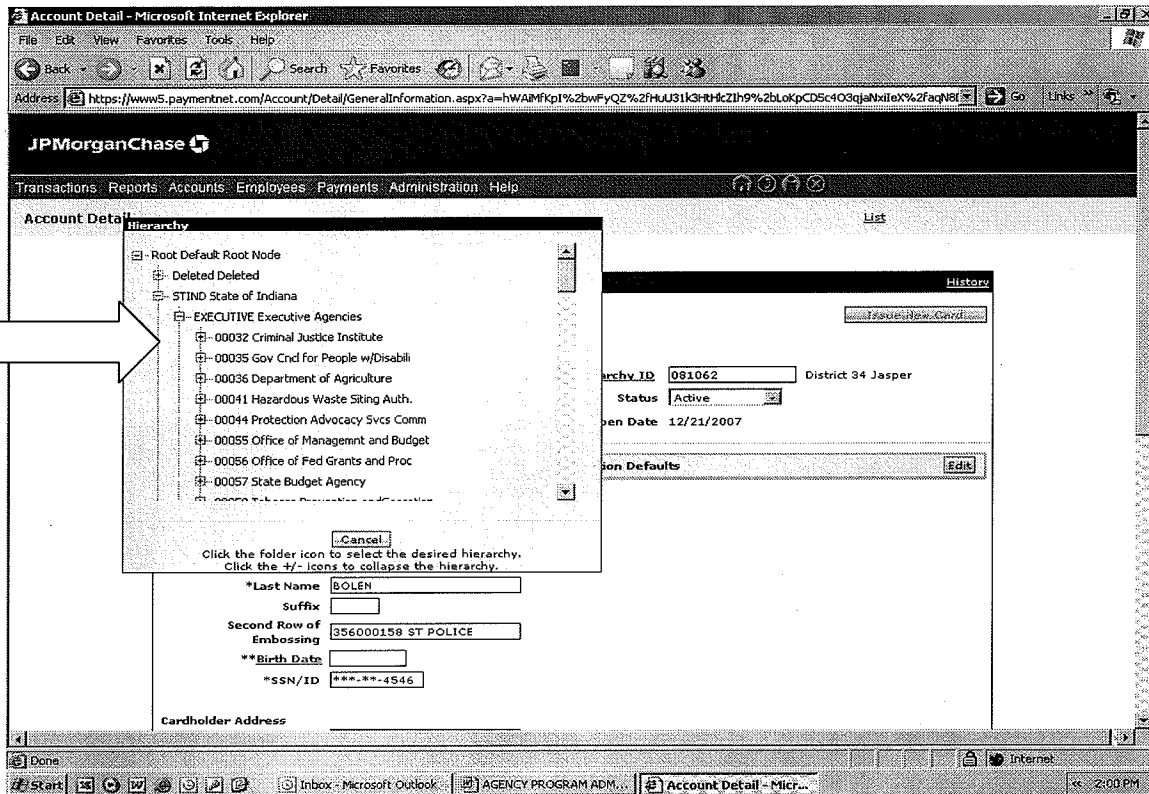
Status:

Open Date:

Person Defaults:

Done

Start | Inbox - Microsoft Outlook | AGENCY PROGRAM ADM... | Account Detail - Micro... | 2:00 PM



Issue New Card

If you have made changes to the cardholder's last name or the cardholder needs a new card issued follow the navigation of Accounts > Manage. This will take you to the listing of all cardholders for your agency. Next you must search for the cardholder to be changed. Click on the cardholder name and you will be taken to the following screen.

To issue a new card click the Issue New Card button. The card information will be verified by JP Morgan Chase and a new card will be issued. The new card will be sent in 3-5 business days.

The screenshot shows a web application interface for managing cardholders. The top navigation bar includes 'General Information', 'Controls', 'NCC Group Controls', and 'History'. The 'Issue New Card' button is highlighted with a white arrow. The form contains the following fields:

- Buttons:** Save, Create New Account, Issue New Card
- Required Fields:** * Required Fields, ** Either mother's maiden name or birth date is required.
- Account Information:** Account Number: *****7733 12/10, Current Balance: \$0.00, Available Credit: \$1,000.00, Hierarchy ID: 081062, Status: New, Open Date: 12/21/2007
- Transaction Defaults:** Edit
- User ID:** * User ID: BOLENZ28P270-2123, Reassign Account
- Prefix:** Prefix: []
- First Name:** * First Name: DONALD
- Middle Initial:** Middle Initial: []
- Last Name:** * Last Name: BOLEN
- Suffix:** Suffix: []
- Second Row of Embossing:** Second Row of Embossing: 356000158 ST POLICE
- Birth Date:** ** Birth Date: []
- SSN/ID:** * SSN/ID: ***-**-4546
- Cardholder Address:** * Address 1: 2209 NEWTON ST, Address 2: [], City: JASPER, State/Province: IN, ZIP/Postal Code: 47546, Country: UNITED STATES
- Statement Address:** ☒ (Statement address is the same as cardholder address)
* Address 1: 2209 NEWTON ST, Address 2: [], City: JASPER, State/Province: IN, ZIP/Postal Code: 47546, Country: UNITED STATES
- E-Mail Address:** E-Mail Address: []
- Business Phone:** Business Phone: 812-482-1441
- Mothers Maiden Name:** ** Mothers Maiden Name: []

Close/Cancel/Suspension of Card

If a card needs to be closed, canceled due to lost or stolen, or suspension of card due to policy violations follow the navigation of Accounts > Manage. This will take you to the listing of all cardholders for your agency. Next you must search for the cardholder to be changed. Click on the cardholder name and you will be taken to the following screen.

Click on the drop arrow of the Status box to see all available selections for the selected card. Choose the correct status. Depending on the status a reason might have to be given. Choose the most appropriate reason. Click save to confirm the status selection and reason.

Account Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://www5.paymentnet.com/Account/Detail/GeneralInformation.aspx?a=HWAMFKp1%2bxyD1%2F6K9c586THssL5k4Fqr%2bnYc9TdIC0Zhe%2FcJC8GGe9Mld

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Transactions Reports Accounts Employees Payments Administration Help

Account Detail List

General Information Controls MCC Group Controls History

Save Create New Account Issue New Card

* Required Fields
** Either mother's maiden name or birth date is required.

Account Number *****7732-12/10 Hierarchy ID 081062 District 34 Jasper
Current Balance \$0.00 Status New
Available Credit \$1,000.00 Open Date Active
Transaction Default Suspended Edit

*User ID ABOLEN22SP670-2123
Reassign Account
Prefix
*First Name DONALD
Middle Initial
*Last Name BOLEN
Suffix
Second Row of Embossing 356000158 ST POLICE
**Birth Date
*SSN/ID ***-**-4546

Cardholder Address

Done Start 3 Microsoft Office ... AGENCY PROGRAM ... State of Indiana PC ... Document2 - Micros ... Account Detail - 11:05 AM

Printing Statements

If a cardholder has not received or has lost their monthly statement, the following instructions will show you how to obtain a copy of the statement. First navigate to Accounts > Manage. This will take you to the following screen. At this screen you will see all of the available accounts to which you have access.

Account List - Microsoft Internet Explorer

Address: <https://www5.paymentnet.com/Account/List.aspx?le=6RB3U54JfDgfh49hm8SLpW589QKH4H45K17hY76TK3Ou8CJFALVZNUaeuXNNRD>

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Transactions Reports Accounts Employees Payments Administration Help

Account List New Query Look for... Go Advanced

Mass Update Create Export File

All (system) Set as Default Query Page 1 of 18

Payment Statement	Account Pool Name	Account Number	Last Name	First Name	Status	Status Reason
		*****7838	ABBOTT	DEB	Active	
		*****0634	ACTON	MELISSA	Active	
		*****8034	ANDERSON	ANDREW	Active	
		*****4686	ANDERSON	MICHELLE	Active	
		*****1595	ANDERSON	MICHELLE	Active	
		*****7929	AUBREY	CARY	Active	
		*****4561	BABU	AMBAT	Active	
		*****4553	BABU	AMBAT	Active	
		*****9766	BAN	MARGARET	Active	
		*****4546	BECERRA	MARY	Active	
		*****7812	BECK	MICHAEL	Active	
		*****4504	BENNETT	MAUREEN	New	
		*****8000	BLACK	ROBERT	Active	
		*****6335	BLACKFORD	BRIAN	Active	
		*****3909	BLATTNER	JENNIFER	Active	
		*****7020	BOARD OF ANIMAL HEALTH		New	
		*****4991	BOES	DAVID	Active	

Done Start Search field for ven... Query Manager - Mi... Account List - Mic... AGENCY PROGRAM ... 1:14 PM

The best way to find the appropriate account is to search by the last name of the cardholder. Two items will have to be completed to search for the cardholder. The first is to change the New Query drop down box to Last Name. The second is to add the last name in the text box. Once you completed both tasks click the Go button.

Account List

Transactions Reports Accounts Employees Payments Administration Help

New Query Look for...

Look for...
User ID
First Name
Account Number
Last Name
Hierarchy ID

Mass Update Create Export File

All (system) Set as Default Query Page 1 of 18

Payment	Statement	Account Pool Name	Account Number	Last Name	First Name	Status	Status Reason
			*****7838	ABBOTT	DEB	Active	
			*****0634	ACTON	MELISSA	Active	
			*****8034	ANDERSON	ANDREW	Active	
			*****4686	ANDERSON	MICHELLE	Active	
			*****4595	ANDERSON	MICHELLE	Active	
			*****7929	AUBREY	CARY	Active	
			*****4561	BABU	AMBAT	Active	
			*****4553	BABU	AMBAT	Active	
			*****9766	BAN	MARGARET	Active	
			*****4546	BECHERRA	MARY	Active	
			*****7812	BECK	MICHAEL	Active	
			*****4504	BENNETT	MAUREEN	New	
			*****8000	BLACK	ROBERT	Active	
			*****6335	BLACKFORD	BRIAN	Active	
			*****3909	BLATTNER	JENNIFER	Active	
			*****7020	BOARD OF ANIMAL HEALTH		New	
			*****4991	BOES	DAVID	Active	

Start | Inbox - Microsoft O... | Search field for ven... | Query Manager - M... | Account List - Mic... | AGENCY PROGRAM ... | 1:18 PM

Once you have the cardholder information showing in your list click the paper icon under the Statement heading. This will take you to the Statement Detail screen.

The screenshot shows the JPMorgan Chase 'Account List' page. At the top, there's a navigation bar with links like 'Transactions', 'Reports', 'Accounts', 'Employees', 'Payments', 'Administration', and 'Help'. Below this is a search bar with 'Last Name' and 'board' entered. The main content area has a table with the following columns: 'Payment Statement', 'Account Pool Name', 'Account Number', 'Last Name', 'First Name', 'Status', and 'Status Reason'. A single row is visible with the account number '*****7020' and the name 'BOARD OF ANIMAL HEALTH'. A white arrow points to the paper icon in the 'Payment Statement' column of this row. The footer of the page includes copyright information for 2008 JPMorgan Chase & Co.

Payment Statement	Account Pool Name	Account Number	Last Name	First Name	Status	Status Reason
		*****7020	BOARD OF ANIMAL HEALTH		New	

The Statement Detail screen is shown below. The most recent statement information is shown on the screen. If you need to see a past statement just change the Billing Date to the necessary statement and the screen will refresh with that statement's information being shown.

Statement Detail - Microsoft Internet Explorer

Address: https://www5.paymentnet.com/statement/Detail.aspx?a=8R83UJs4JfBfu1%2f207fFkjU2Rb0QcWQM95gFsvL49200afmFoQsY5oR0QVUQLEWfdPBEuafYrdsJcfd

JPMorganChase

Transactions Reports Accounts Employees Payments Administration Help

Statement Detail [Return to Account List](#)

Submit Print Request

Account Number *****7020
 Billing Date 5/15/2008
 Due Date 6/9/2008
 Statement Amount \$0.00
 Current Amount Due \$0.00

Account Name BOARD OF ANIMAL HEALTH
 Credit Limit \$20,000.00
 Available Credit \$20,000.00
 Cash Limit \$0.00
 Cash Available \$0.00

Diverted From Account Number	Last Name	First Name	Middle Initial	Transaction Summary
*****4520	ROSA	NANCY	J	0.00000000

	Purchases	Cash Advances	Account Summary
Average Daily Balance	\$0.00	\$0.00	Previous Balance \$0.00
Monthly Periodic Rate	0.00 %	0.00 %	Purchases \$0.00
Annual Percentage Rate	0.00 %	0.00 %	Cash Advance \$0.00
			Credits \$0.00
Annual % Rate	0.00 %		Payments \$0.00
# of Days in this Billing Cycle	30		Other Charges \$0.00
New Cash Advances	\$0.00		Finance Charges \$0.00
Cash Advance Fee	\$0.00		New Balance \$0.00

Done

Start | Search field for ven... | Query Manager - M... | Statement Detail ... | AGENCY PROGRAM ... | 1:25 PM

Once you have the needed statement to print click on the Submit Print Request button. The Print Request – Statements screen will be shown. Change the File Format to Standard (with Addendum Details). This will provide a statement with any Tire 3 information if provided. Click the Continue button to submit the print request.

Microsoft Internet Explorer - Create Export File

Address: <https://www.paymentnet.com/Statement/Print.aspx?a=6R83UJ94Jf6ufi/207IfkjU2Rb0QcWQM9SgFsvt4920OafmFoQsY5oR0QvUQLEWfdPBEuaFydsJdPBNR>

JPMorganChase

Transactions Reports Accounts Employees Payments Administration Help

Print Request - Statements [Return to Statement Detail](#)

Would you like to print the details in this statement?
Please enter information about the Statement and click the "Continue" button to print this Statement. Otherwise, click "Cancel" to return to the Statement Detail screen.

* Required Field

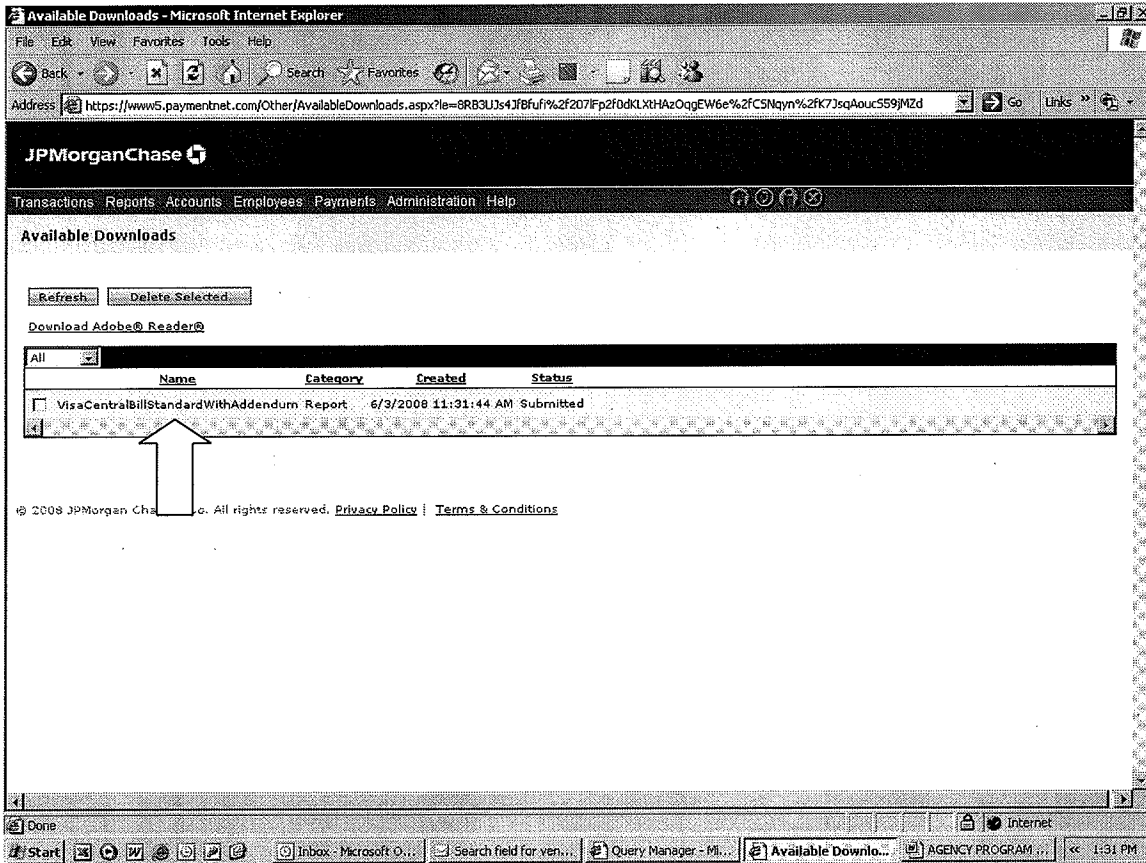
* File format: Select Statement Type...
* Compress output file: Standard
Standard (with Addendum Details) ←
Summary
First and Last Page

Continue Cancel

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Taskbar: Start, Internet Explorer, Microsoft Office Word, Microsoft Office Outlook, Search field for ven..., Query Manager - Mi..., Create Export File..., AGENCY PROGRAM..., 1:30 PM

Once the print request has been submitted the Available Downloads screen will be seen. Click the Refresh button until the status is Successful. Once the status is successful the name of the report will become a clickable link with the extension .PDF. Click the link and the PDF of the statement will open.



Reports

The PaymentNet system has 80+ available reports and the ability to query the system. The following instructions will show how to select and run the available reports. After the instructions a list of recommended reports will be listed. Navigate to Reports > Create. This will list by name all of the available reports. The report listing also provides a description of the information provided by the report. Search for the report that will provide the information needed. Once the report has been found click on the report name link.

Report List - Microsoft Internet Explorer

Address: <https://www5.paymentnet.com/Report/List.aspx?le=6R83UJs4JdGfgH9hm8SLPW589QKH45k17hY76TK3OU8CJFAUWZNUaexXNNRD>

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Transactions Reports Accounts Employees Payments Administration Help

Report List

Page 1 of 5

Name	Type	Description	Schedule
1099 Merchant	Merchant	The 1099 Merchant report can be used to analyze purchases made from 1099 Merchants. The report lists: MCC Code and Description, Merchant Name and Address, Merchant DBA Name, Taxpayer ID, and Dollar Amount.	
Accounts	Accounts	The 45-Day report can be used to monitor delinquencies as it identifies accounts that are between 30 and 60 days past due. The report lists: Account Number, Account Name, 30 Days Past Due Amount, 60 Days Past Due Amount, Number of Days Past Due, Bill Date and Balance.	
Account and Employee Hierarchy	Accounts	The Account and Employee Hierarchy report shows the card and account hierarchies for all individuals. The report displays all employees - both cardholders and non-cardholders. It groups by User ID and displays the individuals' names and roles, as well as card account numbers where appropriate. Please note that if the report is run using Hierarchy ID as a criterion, that criterion will apply to the employee and not the accounts that belong to the employee.	
Account Audit	Accounts	The report will provide all card changes made over a selected date range. This report contains the account number, change date, a description of the field changed, original data, new data and PaymentNet User ID that made the change.	
Accounts Renewing Within Three Months	Accounts	The Accounts Renewing within 3 Months report identifies accounts that will expire within 3 months of the report date, and can be used to help monitor card renewals. Subtotals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account #, Business Phone, and Expiration Date.	
Air Travel Activity	Transaction	The Air Travel Activity report can be used to analyze the dollars spent on Air Travel for each account within each level of Hierarchy. Sub-totals are provided for each Hierarchy level, as well as Grand Totals for the entire report. The report lists: Hierarchy, Account Name, Account Number, Traveler Name, Depart Date, Transaction Date, Legs of Travel, Ticket #, and Transaction Amount.	
		The Air Travel Summary by Hierarchy report summarizes the dollars spent	

Done

Start | Inbox - Microsoft Outlook | Report List - Microsof... | AGENCY PROGRAM ADM... | 1:49 PM

The following screen will be seen. This screen allows the user to request the format in which the report will be produced, the accounts listed in the report and the order the report is created.

Report Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www5.paymentnet.com/Report/Detail.aspx?a=8RB3UJs4JD%2FucAZVPfKfgQB2D1N7WzmYwkChwKYGjgJuw6ABE9gVoAgeBFQqrOaLaqBrzZZE%2bdTME> Go Links

JPMorganChase

Transactions Reports Accounts Employees Payments Administration Help

Report Detail [List](#)

Save Delete Process Report Reset

*Name

Report Format

Compress Output? ☐

Criteria

Field	Operation	Value
<div>+</div>		

Hierarchy

Include Children

+

Order Sequence

+

Schedule to Run Automatically ☐

* Required Fields

Done

Start [Inbox - Microsoft Outlook](#) [105 Bidder Registration ...](#) [Report Detail - Micros...](#) [AGENCY PROGRAM ADM...](#) 2:03 PM

On the Report Detail screen first choose the format in which the report will be created. The reports can be in PDF, Excel, Text and XML. We suggest either Excel or PDF with Excel being the best choice. Click on the Report Format down button change the format to the format needed. The default is always PDF.

Report Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www5.paymentnet.com/Report/Detail.aspx?a=6RB3UJs4JfD%2fFucAZVPRFgQBZD1N7WzmYwkJhwKYGjJuw6ABE9gVoAgeBFQqrOalAg8rzZZE%2bdTME> Go Links

JPMorganChase

Transactions Reports Accounts Employees Payments Administration Help

Report Detail List

Save Delete Process Report Reset

*Name

Report Format
Compress Output? ☐
Adobe Pdf
Adobe Pdf
Text
Ms Excel
XML

Criteria

Field	Operation	Value

Hierarchy

Include Children

Order By

Field	Order Sequence

Schedule to Run Automatically ☐

* Required Fields

Done

Start Inbox - Microsoft Outlook Report Detail - Micros... AGENCY PROGRAM ADM... 2:17 PM

For each report created the ability to choose the order by which the report will be sorted. If a report is needed sorted by last name of a cardholder or the MCC codes for the purchases this can be done.

In the Order By section click the + box to gain access to all of the fields that can be used for the ordering of the report. Next click on the down button of the Field to select the field by which the report should be ordered. Next select the Order Sequence of either Ascending or Descending.

Report Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <https://www5.paymentnet.com/Report/Detail.aspx?a=8RB3UJs4JFD%2FfUcAZVPfFgQBZD1N7WzmYwkJhwKYGjgJuw6ABE9gVoAgeBFQgrOaLeq8rzZZE%2bdTME>

JPMorganChase

Transactions Reports Accounts Employees Payments Administration Help

Report Detail List

Save Delete Process Report Reset

*Name: 1099 Merchant Report Format: Adobe Pdf Compress Output? ☐

Criteria

Field	Operation	Value
-------	-----------	-------

Hierarchy

Include Children ☐

Order By

Field

1 MCC Code

MCC Code

MCC Description

Sch Merchant City

Merchant DBA Name

Merchant Name

Merchant Tax Payer ID

Post Date

* Transaction Amount

Order Sequence

Ascending

If necessary a report can be run by the Agency's Hierarchy in PaymentNet. Not all agencies have a hierarchy set. To create a report by a specific portion of the agency hierarchy click the + in the hierarchy section. This will open up the Hierarchy ID box.

Report Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www5.paymentnet.com/Report/Detail.aspx?a=8RB3UJs4JFD%2FfUcAZVPfKgQBZD1N7WzmYwkJhwKYGjgJuw6ABE9gVoAgeBFQqrOaLaq8rzZZE%2bdTMC> Go Links

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Transactions Reports Accounts Employees Payments Administration Help

Report Detail List

Save Delete Process Report Reset

*Name Report Format Compress Output? ☐

Criteria

Field	Operation	Value
		<input type="button" value="+"/>

Hierarchy

1 *Hierarchy ID ☐ Include Children

Order By

Field	Order Sequence
	<input type="button" value="+"/>

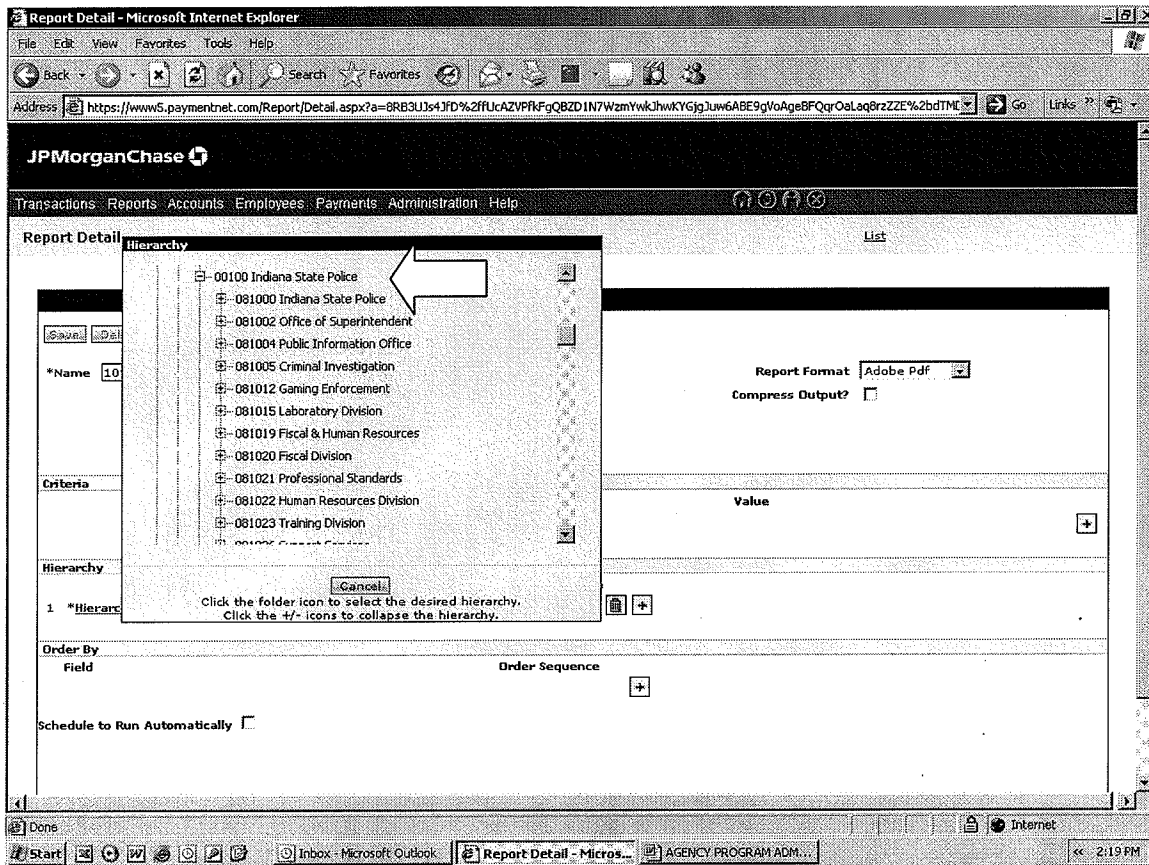
Schedule to Run Automatically ☐

Done

Start Internet

2:18 PM

To access the list of available hierarchy click the Hierarchy ID link. A pop-up window will show all of the available hierarchy sections the user has available. If the selection has another level of information a + sign will be next to the name. To access this information just click the + sign and it will expand. To choose a selection click the name and it will populate in the Hierarchy ID section.



Once you have added all of the criteria for the report click the Process Report to run the report. If this is a modification that is needed more than once click the Save button first to save this as a report that can be run as often as needed.

Report Detail - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www5.paymentnet.com/Report/Detail.aspx?a=8RB3UJs43FD%2FfUcAZVPkFgQBZD1N7WznYwkJhwKYGjgJuw6ABE9gVoAgeBFQqrOaLaq8rzZZE%2bdTML> Go Links

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Report Detail [List](#)

Save Delete Process Report Reset

1099 Merchan

Report Format Adobe Pdf

Compress Output? ☐

Criteria	Field	Operation	Value

+

Hierarchy

Include Children ☐

Order By

Field

Order Sequence ☐

Schedule to Run Automatically ☐

* Required Fields

Done

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Once the report has been submitted to be run by clicking the Process Report link the user will see the Available Downloads screen. Click Refresh every so often until the Status for the report shows Successful and the Name changes to a click able link. To obtain the report just click the link and the report will open in the requested format.

The screenshot shows a Microsoft Internet Explorer window titled "Available Downloads - Microsoft Internet Explorer". The address bar displays a URL from paymentnet.com. The JPMorgan Chase logo is at the top left, and a navigation menu includes Transactions, Reports, Accounts, Employees, Payments, Administration, and Help. The main heading is "Available Downloads". Below this are "Refresh" and "Delete Selected" buttons, followed by a link to "Download Adobe® Reader®". A table lists available downloads with columns for Name, Category, Created, and Status. One entry is visible: "1099 Merchant Report" with a status of "Submitted". The footer contains copyright information for 2008 JPMorgan Chase & Co. and links to Privacy Policy and Terms & Conditions. The Windows taskbar at the bottom shows the Start button, several open applications including Microsoft Outlook, and the system clock at 2:23 PM.

Available Downloads - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www5.paymentnet.com/Other/AvailableDownloads.aspx?le=8RB3U3s4JfCRz%2FTDJI1vSMV5UpIF386qQItqRwyH1VvgwAd7%2FH6FGwJnYODj8t> Go Links

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Transactions Reports Accounts Employees Payments Administration Help

Available Downloads

Refresh Delete Selected

[Download Adobe® Reader®](#)

All	Name	Category	Created	Status
<input type="checkbox"/>	1099 Merchant Report		6/3/2008 12:23:17 PM	Submitted

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Done

Start | Internet | Inbox - Microsoft Outlook | Available Downloads... | AGENCY PROGRAM ADM... | 2:23 PM